



DEPARTMENT OF THE NAVY

COMMANDER NAVAL AIR FORCE RESERVE
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5200

IN REPLY REFER TO:

COMNAVAIRESINST 4408.4A
N4

7 MAY 03

COMNAVAIRES INSTRUCTION 4408.4A

Subj: SUPPLEMENTAL AVIATION SPARES SUPPORT (SASS) MANAGEMENT PROCEDURES

Ref: (a) NAVSUP P-485
(b) NAVSUP P-700

Encl: (1) Retrograde Express Procedures

1. Purpose. To establish procedures for SASS package management for Commander, Naval Air Force Reserve (COMNAVAIRES) activities.
2. Cancellation. COMNAVAIRESFORINST 4408.4, report symbols COMNAVAIRES 4408-6 and 4408-3.
3. Scope. This instruction applies to all COMNAVAIRES activities.
4. Background. Based on information contained in the Weapons System Planning Document (WSPD) for each type aircraft, Naval Inventory Control Point, Philadelphia (NAVICP-P) authorizes establishment of SASS packages. SASS packages support a specific Type/Model/Series (T/M/S) aircraft for a predetermined period of operations. Each SASS package has been standardized for use by multiple squadrons if necessary. SASS packages are established to support aircraft operations at designated sites. However, when a squadron's local SASS support is inadequate, the squadron can request the use of another SASS or deficient SASS items from within COMNAVAIRES. Commanding Officers (COs) and Detachment Officers in Charge (DET OIC) will ensure all maintenance coordinators are familiar with the contents of this instruction before SASS packages are used.
5. Policy. SASS material will be custodied to the Air Station/Facility supply officer who is authorized to carry the assets as "L" purpose material. The material located in the SASS is to be used strictly for support of deployed or detached aircraft. Exceptions may be granted for critical situations on a case-by-case basis when approved by the cognizant supply officer. SASS packages should be maintained at highest possible amount of material on-hand to facilitate deployment on short notice. All replenishments and items in the repair cycle will have the appropriate Force Activity Designator assigned as determined by the operational commitment for which the SASS is being used.
6. Route Stop Spares. Route Stop Spare (RSS) are peculiar spare parts identified for transient aircraft support. These assets are not used for support of regular deployment operations. The purpose is to have high usage parts available on board the aircraft to execute immediate repairs. These assets are not to be included as part of a SASS package. The management of RSS is at the discretion of the supply officer responsible for the support of a particular squadron. The generally accepted procedure is to subcustody the RSS to the squadron. The squadron will have the responsibility to maintain the readiness of the RSS package. In the case of subcustody, a joint inventory between the squadron and the supply department will be conducted semiannually.

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7. Procedures. All COMNAVAIRES activities will manage SASS packages per this instruction. Squadrons using the retrograde express program will also comply with enclosure (1).

8. Action

a. COMNAVAIRES will:

- (1) Issue policy concerning the operation of the SASS program.
- (2) Maintain current allowance records and location of all SASS packages supporting COMNAVAIRES units.
- (3) Act as final authority for determining material distribution if there are multiple squadrons requiring the use of a particular SASS package.
- (4) Review and request SASS allowance changes at a minimum of every 2 years.
- (5) Ensure all COMNAVAIRES activities are in compliance with this instruction.

b. Air Wing will:

- (1) Ensure a Report of Survey (DD Form 200) for missing, lost, or damaged items is completed per reference (a) by their respective squadrons within 30 days if return from deployment.
- (2) Ensure funding documents are in place to support repair of SASS requirements.
- (3) Ensure that post-deployment reports are sent to the appropriate commands upon the squadron's return from detachment.
- (4) Provide deployment and operational information to COMNAVAIRES upon request.

c. Naval Air Station (NAS)/Naval Air Facility (NAF) Supply will:

- (1) Ensure that the Aviation Support Division (ASD) is the single point of contact for all SASS package requests.
- (2) Provide standard SASS package listing to the squadron 30 days prior to detachment.
- (3) Act as the approving authority for issues from the SASS.
- (4) Provide a detailed list of availability and shortage from the SASS to COMNAVAIRES (N41), the appropriate Wing, and the squadron 20 days prior to detachment.
- (5) Ensure that the SASS packages are properly managed and joint inventories are conducted before and after each detachment with squadron personnel.
- (6) Ensure the SASS is properly packaged, assembled, staged, and ready for pick up 3 days before the squadron's day of embarkation.

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(7) Maintain original signed inventory of each subcustodied SASS for 2 years.

(8) Aggressively monitor "L" purposes components through the repair cycle.

(9) Aggressively expedite SASS stock replenishment requisitions to maintain highest possible on-hand quantities.

(10) Provide demand and usage data of SASS material when requested by COMNAVAIRES (N41).

(11) Perform annual and spot inventories on SASS packages.

(12) Forward Allowance Change Request to COMNAVAIRES (N41) as appropriate.

(13) Submit a DD Form 200 for any missing, lost, or stolen items of SASS material that occurred while material was in the custody of the supply department.

d. Squadrons will:

(1) Request SASS package from local supply department 30 days prior to detachment.

(2) Review SASS package listing and annotate items not required for a specific detachment within 5 days.

(3) Perform a joint inventory of the SASS upon pick-up and return with the supply department.

(4) Maintain copy of SASS inventory in the detachment folder.

(5) Perform monthly inventory on any SASS deployed for more than 60 days and report any discrepancies to the issuing supply officer.

(6) Maintain responsibility for replenishment and repair of SASS material loaned to other units while having signature subcustody.

(7) Maintain listing in EXCEL spreadsheet format of all components used during detachment containing, at a minimum, Document Number, Job Control Number (JCN), Nomenclature, NIIN, Part Number (P/N), Serial number, Federal Express Tracking number and date received.

(8) Ensure all retrogrades are properly packaged and in approved containers. Per reference (b), all retrogrades will have appropriate paperwork attached (i.e., MAF, SRC card, etc). Clearly mark all retrogrades with the P/N, Nomenclature, National Stock Number (NSN) and the JCN.

(9) Maintain proper tracking on any retrogrades returned to the supply system because it is Beyond the Capability of Maintenance (BCM) or any items that are repaired in the area of deployment.

(10) Perform joint inventory of SASS with relieving quadron when it is necessary to turnover SASS while on detachment. Results of the inventory will be reported to the COMNAVAIRES (N41), cognizant wing and the issuing ASD via naval message.

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(11) Return pack-up to the Supply department the first workday back from detachment.

(12) Provide a post-deployment report within 7 days to COMNAVAIRES (N41), the cognizant wing and the issuing ASD. This report should contain any usage from the SASS as well as any requirements that could not be filled by the SASS.

(13) Submit requests for additions or deletions to the SASS package to the local supply department as appropriate.

(14) Submit a DD Form 200 per reference (a), within 30 days, for any missing, lost, or stolen items

9. Recommendations. Units may provide any SASS administration suggestions by letter to COMNAVAIRES (N41).

10. Reports. The following COMNAVAIRES reports have been assigned to this directive and will remain in effect for only 3 years from the issue date:

a. COMNAVAIRES Report Symbol 4408-5, Demand and Usage Report, cited in paragraph 8c(10) above.

b. COMNAVAIRES Report Symbol 4408-8, Post-deployment report, cited in paragraph 8b(3) above.

c. COMNAVAIRES Report Symbol 4408-9, Availability and Shortage in SASS Packages, cited in paragraph 8c(4) above.


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Distribution: (COMNAVRESFORINST 5218.2C)

List B1 (23C, 2RR only)

B2 (FR3, FR4, FR5, FR14, LANT/PACREP, COMNAVAIRES Liaison only)

D

E1 (24A1, 24A2 only)

E4 (FA6 only)

E9 (46B, 46C1 only)

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RETROGRADE EXPRESS PROCEDURES

1. Squadron procedures for shipment of non-RFI retrograde to NAS Joint Reserve Base (JRB), Fort Worth, Texas for repair while on detachment:
 - a. Notify home base ASD of repairable requirements.
 - b. Fax copy of the Maintenance Action Form (MAF) and the requisition to home base ASD.
 - c. Prepare retrograde for Federal Express (FEDEX) shipment to NAS JRB Fort Worth using approved containers.
 - d. FEDEX retrograde to NAS JRB Fort Worth as soon as possible.
 - e. Annotate on spreadsheet all applicable information including FEDEX tracking number.
 - f. Maintain communication with home base ASD for replacement of asset if needed while on detachment. Assets will not be returned from NAS JRB Fort Worth to the detachment site unless directed by higher authority.
 - g. Provide a post-deployment report within 7 days to COMNAVAIRES (N41), the cognizant wing and the issuing ASD. This report should contain any usage from the SASS as well as any requirements that could not be filled by the SASS.
2. Home base ASD procedures upon notification of failed component while squadron is detached:
 - a. Return the asset using appropriate Naval Air Logistics Command Management Information System (NALCOMIS) procedures from the pack-up if issue was made from the SASS.
 - b. Backfit MAF and requisition into NALCOMIS as soon as received from detached squadron.
 - c. Post-issue and Proof of Delivery (POD) in NALCOMIS if the requisition was filled from the SASS.
 - d. Update the Force Obligation Reporting End-use Cost and Statistical Tracking (FORECAST website).
 - e. Notify the local AIMD of the MAF that needs to be D-coded to NAS JRB Fort Worth.
 - f. Notify NAS JRB Fort Worth's ASD of the Maintenance Control Number (MCN) that was assigned by NALCOMIS.
 - g. Communicate with the squadron to determine necessity of SASS replenishment.
 - h. Expedite any components that need to be filled while the squadron is still on detachment.

Enclosure (1)

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3. NAS JRB Fort Worth ASD procedures for retrogrades received while squadrons are detached:

- a. Induct retrograde immediately upon receipt.
- b. Update the FORECAST website with the necessary information.
- c. Maintain communication with the home base ASD of all actions that are occurring with the component.
- d. Update the FORECAST website with the appropriate information upon return of component from the repair cycle.
- e. Return all RFI components to the home base ASD, unless directed otherwise by higher authority.